



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 1, 2014

Kristine Keiser
69706 600th St.
Griswold, IA 51535

Dear Child Care Provider,

This letter is in regards to the September 26, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow. *Provider was over numbers with infant children. She has 4 children under the age of 18 months. She is only allowed 3 children 18 months or younger. Provider needs to come into compliance on this matter by October 15th, 2014 and provide written statement to DHS field staff on how she came into compliance.*

Provider was over numbers during compliance check on August 7, 2013.

DHS field staff reviewed number of children allowed to care for: verbally during compliance check on August 7, 2013, written letter on August 8, 2014, verbally during compliance check on November 9, 2012 written letter on December 7, 2012 (letters in file).

Please be aware If provider cannot remain in compliance with numbers and children allowed in care then provider may be revoked for continued non-compliance with policy. If provider has any questions about number of children allowed, provider is encouraged to contact field staff, Central Office or CCRR representative.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. *Provider keeps medications in kitchen cupboard. The children are able to push a chair up to the counter and have access to medications. Provider needs to put a child safe lock on cupboard or use a lock box for all medications kept in the daycare areas.*

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year. *Provider's play area is not fenced in and there is a barbed wire fence on the property. Provider reports she watches the children very carefully and does not allow children to go near the fence. DHS field staff consulted with Central Office Policy and it was determined that provider needs to present a signed safety plan to DHS field staff by October 15th, 2014 stating she will not allow children near the barbed wire area, will always closely supervise children when they are outdoors playing and provider*

will not allow own teen children to supervise children outside and will, herself, watch the children to ensure safety.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *Provider has an outside cat and there are no current immunizations or vet exam for cat.*

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *Family members are all up to date. The provider does not have a current physical on file. There is a new Provider Physical form that the provider and family members should use. The new form is good for three (3) years.*

110.5(2)c An individual file is maintained for each staff assistant and contains: *Provider has two teen daughters who help her with daycare children but reports they do not count in her numbers. Last year the provider was over numbers in the summer time and had teen daughter assisting her. Teen daughter was not on registration. DHS field staff provided information on how to add teen daughter to registration as an assistant to support caring for all children. Provider has not added teen daughter to registration. Provider was encouraged to add teen daughters to registration to eliminate any over number concerns in the future. Provider was given information on how to add teen children to registration.*

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and *updated annually* or when there are changes. *Provider has 12 children enrolled and there were 8 children present during compliance check. One of the 12 children present did not have anything in file outside of the physical and immunization. The child has been attending care for 1-2 years. DHS field staff reviewed policy regarding children's files and provider reported parents do not return the forms and she continues to allow the children to attend the daycare.*

Provider was not in compliance with children's files on the following occasions: compliance check on November 9, 2012 and was sent a letter (12/7/12) with DHS expectations and policy regarding paperwork for children's files and compliance check on August 7, 2013 and was sent a letter (8/8/13) with DHS expectations and policy regarding paperwork. Provider signed letter affirming her

compliance and returned to DHS in October 2013, however the child missing most of the file (during this compliance check) had been present during that time. Provider needs to obtain required paperwork for child's file. If provider continues to remain out of compliance then DHS may revoke registration due to continued non-compliance.

Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number. *2 of the 12 children were missing.*

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency. *2 of the 12 children were missing.*

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. *2 of the 12 children were missing.*

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian. *5 of the 12 children were missing.*

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *2 of the 12 children were missing.*

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. *2 of the 12 children were missing.*

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. *2 of the 12 children were missing.*

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

110.9(1)a Not more than six preschool children present at any one time including infants. *Provider had 8 preschool children present and reports 2 of the children were part time. Provider had record of part time children.*

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time. *Provider was in compliance.*

☐ 110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger. *Provider is caring for two 8 month olds and two 16 month olds. Provider has to respond in writing how she is going to come into compliance by October 15, 2014 to DHS field staff.*

110.9(1)c Not more than four additional school-age children.

110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: November 15, 2014.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).